

Access WebTA with Single Sign-On and Multi-Factor Authentication

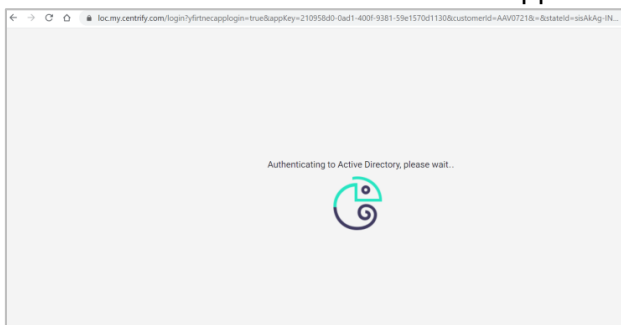
Single sign-on for WebTA allows employees to be automatically logged-in when accessing the system through the Library's network.

Employees can also access WebTA from outside the Library network by using a variety of multi-factor authentication (MFA) options. [Follow these instructions for external access to WebTA via MFA.](#)

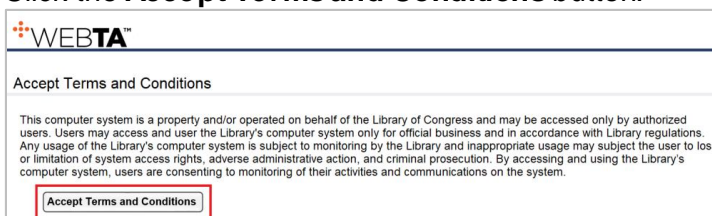
If you have any issues logging-in to WebTA, contact HCD through the Human Capital Services Portal at [AskHCD](#).

How to Use Single Sign-On to Access WebTA With Access to the Library's Network

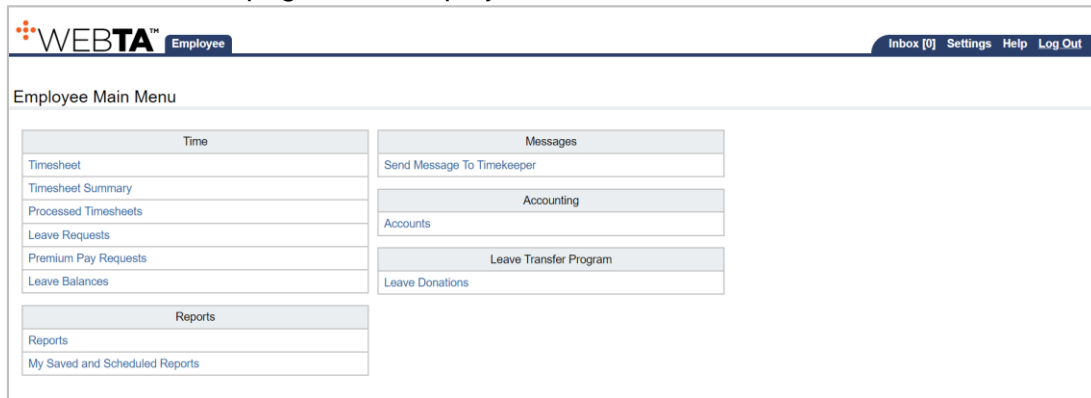
1. Ensure you are connected to the Library's network.
 - a. [Connect to VPN with PIV on Library-issued Laptop](#)
 - b. [Connect to VPN with Idaptive App on Library-issued Laptop](#)
 - c. [Connect to VPN with Idaptive App on Personal PC](#)
 - d. [Connect to VPN with Idaptive App on Personal Mac](#)
2. Open a web browser and visit WebTA: <https://cert.loc.gov/webta/>
3. The WebTA authentication screen will appear:



4. Click the **Accept Terms and Conditions** button:

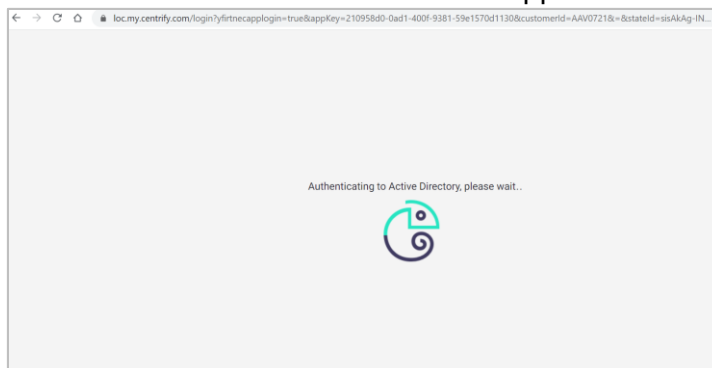


5. The WebTA homepage will be displayed:

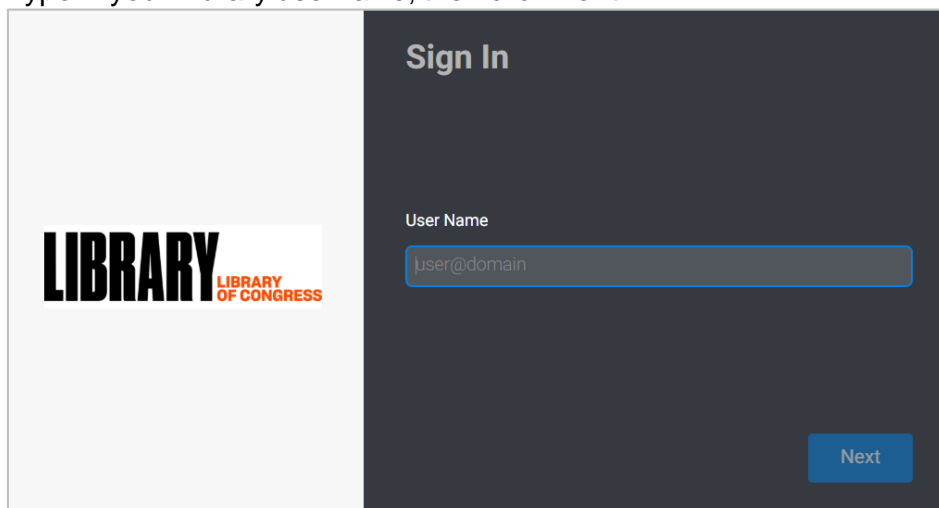


Use MFA to Access WebTA from Outside the Library's Network

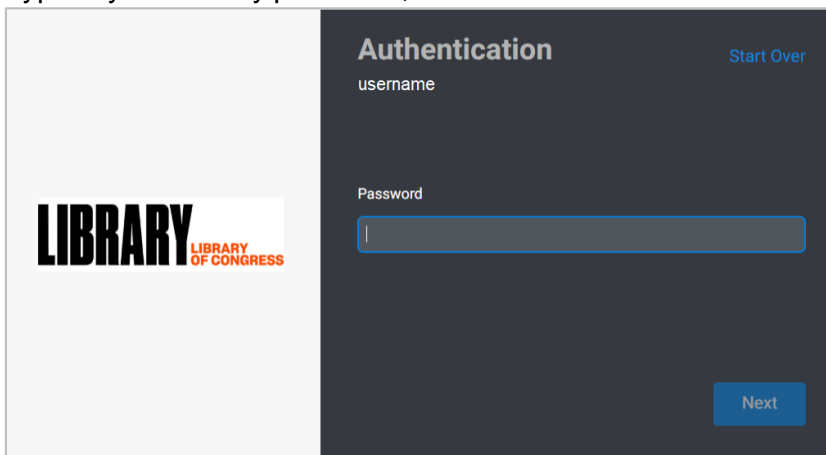
1. Open a web browser and visit WebTA: <https://cert.loc.gov/webta/>
2. The WebTA authentication screen will appear:



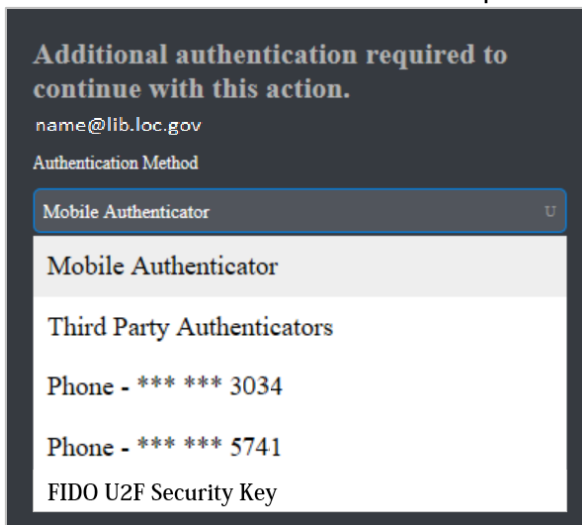
3. Type in your Library username, then click **Next**:



4. Type in your Library password, then click **Next**:

The image shows a web-based authentication interface. On the left, there is a logo for the 'LIBRARY OF CONGRESS' with 'LIBRARY' in large black letters and 'OF CONGRESS' in smaller orange letters. On the right, the title 'Authentication' is at the top, with a 'Start Over' link. Below the title, there are labels for 'username' and 'Password'. The 'Password' label is above a text input field. At the bottom right, there is a blue button labeled 'Next'.


5. Select a multi-factor authentication option from the drop down menu, then click **Next**:

The image shows a screen titled 'Additional authentication required to continue with this action.' Below the title, it displays 'name@lib.loc.gov' and 'Authentication Method'. There is a dropdown menu currently showing 'Mobile Authenticator'. Below the dropdown, there is a list of options: 'Mobile Authenticator', 'Third Party Authenticators', 'Phone - *** ** 3034', 'Phone - *** ** 5741', and 'FIDO U2F Security Key'.

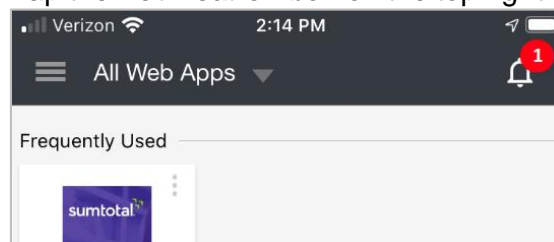
A. Mobile Authenticator

1. Select **Mobile Authenticator** to log-in with the Idaptive application on your mobile phone.

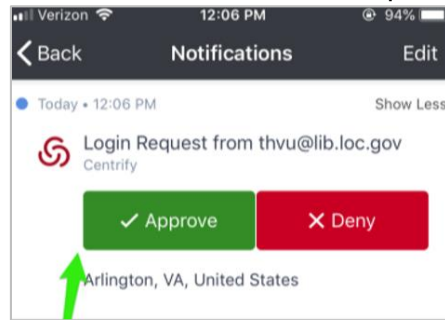
- [Establish your Centrify and Idaptive Accounts](#)

2. On your Library-issued or personal mobile phone, open the **Idaptive** application: 

3. Tap the **notification bell** on the top right of your Idaptive app screen:



4. In the notifications screen, tap the **Approve** button:



B. Third Party Authenticators

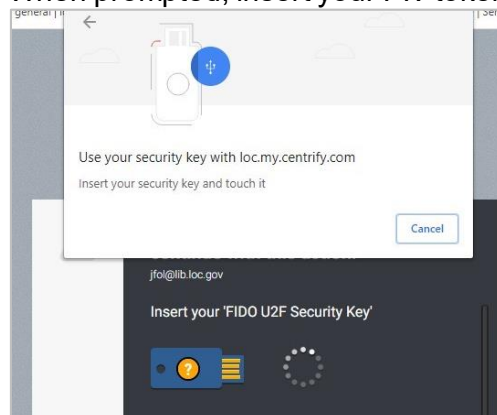
1. Select **Third Party Authenticators** if you have activated a third-party authentication application on your mobile phone.
 - [Add a Third Party Authentication Application](#)
2. Open the application and follow its authentication instructions.

C. Phone Call

1. Select a **Phone Call** if you have established a phone number to serve as an authentication method.
 - [Add and Edit Phone Call Authentication and PIN](#)
2. Answer your phone and follow the instructions to enter your established PIN.

D. FIDO U2F with Security Key (PIV Token)

1. Select **FIDO U2F with Security Key** if you have activated FIDO authentication for your Library PIV token.
 - [Activate MFA with FIDO for Your PIV Token](#) (PDF Download)
2. When prompted, insert your PIV token into your computer's USB drive:



3. Tap the flashing button at the center of your PIV token:



6. Click the **Accept Terms and Conditions** button:

WEBTA™

Accept Terms and Conditions

This computer system is a property and/or operated on behalf of the Library of Congress and may be accessed only by authorized users. Users may access and use the Library's computer system only for official business and in accordance with Library regulations. Any usage of the Library's computer system is subject to monitoring by the Library and inappropriate usage may subject the user to loss or limitation of system access rights, adverse administrative action, and criminal prosecution. By accessing and using the Library's computer system, users are consenting to monitoring of their activities and communications on the system.

Accept Terms and Conditions

7. The WebTA homepage will be displayed:

WEBTA™ Employee

Inbox [0] Settings Help Log Out

Employee Main Menu

<div>Time</div> <div>Timesheet</div> <div>Timesheet Summary</div> <div>Processed Timesheets</div> <div>Leave Requests</div> <div>Premium Pay Requests</div> <div>Leave Balances</div>	<div>Messages</div> <div>Send Message To Timekeeper</div> <div>Accounting</div> <div>Accounts</div> <div>Leave Transfer Program</div> <div>Leave Donations</div>
<div>Reports</div> <div>Reports</div> <div>My Saved and Scheduled Reports</div>	

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If you need technical assistance, contact the OCIO Service Desk at ocioservicedesk@loc.gov, (202) 707-7727, or ex. 7-7727.